# RECORDS

## Lesson topic 6.6

# Enabling Objectives

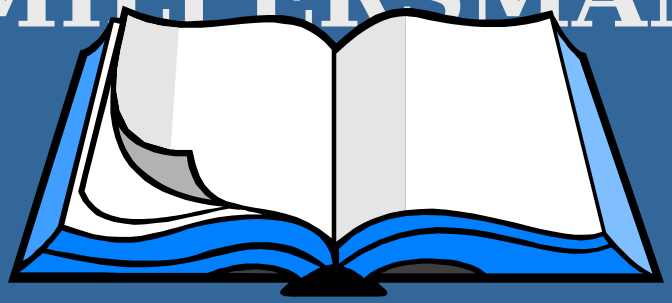
- 6.30 Identify the reference dealing with service records
- 6.31 Identify the location of permanent and field service records
- 6.32 Name individuals with maintenance and access authority for permanent and field service records
- 6.33 Identify the purpose of particular service record pages

# REFERENCE

- **Naval Military Personnel Manual**

**(NAVPERS 15560)**

**MILPERSMAN**



# PURPOSE

- **To maintain a complete history of an individual’s career in the naval service**

# SECURITY

- Personnel records are designated “For official use only” and information shall be divulged only to authorized personnel.
- Records shall be safeguarded against loss and against access by unauthorized persons.
- They are the property of the U.S. Government and not the member concerned.

# TYPES OF RECORDS

- **Permanent Personnel Record (CD Service Record)**

  **(Official Service Record)**

  **(No longer have microfiche SR)**
- **Field Service Record**

# TYPES OF RECORDS

- **Permanent Personnel Record (CD/Official) record:**
  - **Maintained at Naval Personnel Command**
  - **<u>Permanent</u> record of career**

# ENLISTED PERMANENT PERSONNEL RECORD
# (CD SERVICE RECORD)
# (OFFICIAL SERVICE RECORD)

## DOCUMENTS THE FOLLOWING:

**1.**

**PROFESSIONAL SERVICE HISTORY**

**2.**

**PERFORMANCE EVALUATION AND TRAINING DATA**

**3.**

**PERSONAL DATA**

# OFFICER PERMANENT PERSONNEL RECORD (CD/OFFICIAL SERVICE RECORD)

## DOCUMENTS THE FOLLOWING:

1. PHOTOGRAPH, FITNESS REPORTS AND AWARDS

2. PROFESSIONAL HISTORY (EDUCATION, QUALIFICATIONS, APPOINTMENTS, PROMOTIONS, MISC)

3. PERSONAL DATA (SECURITY CLEARANCE DATA, PAGE 2, NAME CHANGES, HOME OF RECORD, SGLI ELECTION)

4. ORDERS (NEW APPOINTMENT, FIRST DUTY AND SEPARATION)

5. PRIVILEGED INFORMATION (NJP LETTERS, ADMINISTRATIVE/PUNITIVE LETTERS, DETACHMENT FOR CAUSE, MEDICAL BOARD CASE FILE)

6. PRIOR-ENLISTED SERVICE RECORD

# PERMANENT S/R (CONT'D)

- **Access:**
  - **The individual**
  - **Official personnel at BUPERS, i.e., detailer, placement officer, and selection board**
- **Commanding Officers prohibited by law from viewing the individual's official/permanent/CD service record**

# FIELD SERVICE RECORDS

- **Officer's FSR no longer required**
- **Officer's retain file contains only Page 2, SGLI, FSGLI, dependency care certificate**
- **Officer's retain file is maintained by PSD or local Admin/ Personnel Office**
- **Access to officer's retain file:**
  - **Commanding Officer**
  - **Chain of Command**
  - **Executive Assistants: DAPA, CCC, etc.**

# ENLISTED FIELD SERVICE RECORD

RIGHT SIDE

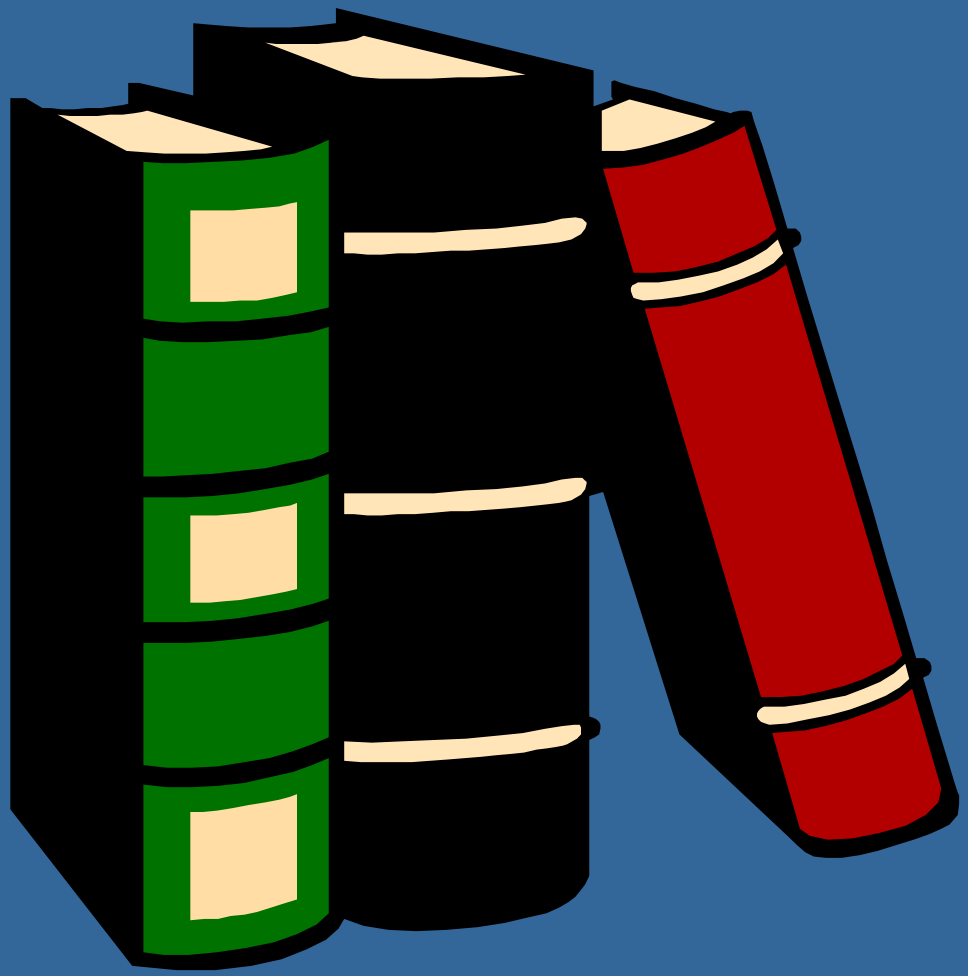
LEFT SIDE

# OFFICER'S RETAIN FILE

LEFT SIDE

RIGHT SIDE

# IN SUMMARY



ENLISTED FICHE FORMATS
FICHE 1

ENLISTED FICHE FORMATS
FICHE 2

ENLISTED FICHE FORMATS
FICHE 3

PERSONAL DATA

# ENLISTED PERMANENT PERSONNEL RECORD

# (MICROFICHE)

OFFICER FICHE FORMATS
FICHE 1

OFFICER FICHE FORMATS
FICHE 2

OFFICER FICHE FORMATS
FICHE 3

OFFICER FICHE FORMATS
FICHE 4

OFFICER FICHE FORMATS
FICHE 5

PRIVILEGED INFORMATION
(NJP LETTERS,
ADMINISTRATIVE/PUNITIVE
LETTERS, DETACHMENT FOR
CAUSE, MEDICAL BOARD CASE
FILE)

# OFFICER PERMANENT PERSONNEL RECORD

# (MICROFICHE)

# ENLISTED/OFFICER FIELD SERVICE RECORD

# Any questions